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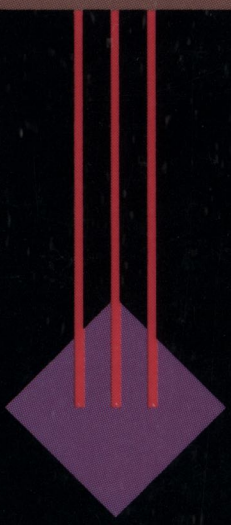


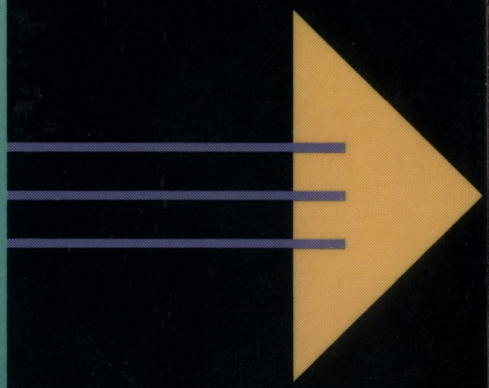
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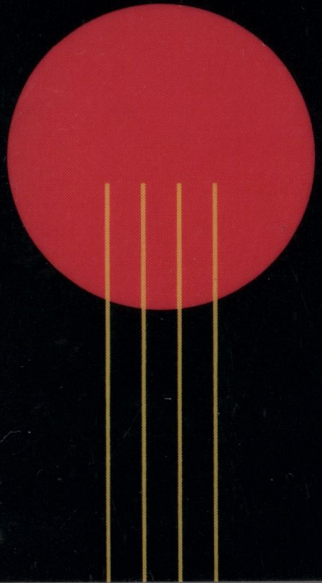
THE POCKET REFERENCE

All the Essential Features and Commands At Your Fingertips









Carole
Boggs Matthews

AppleWorks™

THE POCKET REFERENCE

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INTRODUCTION

This pocket reference is a comprehensive source of information on AppleWorks for users at all levels who need a quick reminder about commands.

Useful discussions on the AppleWorks word-processor, database, and spreadsheet components are included, and the commands used in each are summarized alphabetically for quick reference.

In the pocket reference, you also will find a list of AppleWorks functions and arguments, a summary of printing options, and a chart of the AppleWorks integration capabilities, which shows the paths and commands you can use when moving files from one application to another. There are also sections which provide you with a listing of the decimal, hexidecimal, alternative names, and key commands for printer codes.

The characters "OA" are used in this pocket reference to represent the OPEN-APPLE command; this command is executed by using the keys to the left or right of the space bar.

WORD-PROCESSING COMMANDS SUMMARY

OA-C	Copy text
OA-D	Delete text
OA-E	Insert and overtype toggle
OA-F	Find text, page, or marker
OA-H	Print hard copy of current screen
OA-K	Calculate page breaks
OA-M	Move text
OA-N	Change file name
OA-O	Display printer options
OA-P	Print text
OA-Q	Quick-switch to another file
OA-R	Replace text
OA-S	Save file
OA-T	Tab set
OA-Y	Clear to end of line
OA-Z	Display format settings toggle
OA-SPACEBAR	Insert sticky space
OA-1 to 9	Relative move within file
OA-?	Display help

OA-LEFT ARROW	Move left one word
OA-RIGHT ARROW	Move right one word
OA-UP ARROW	Move up one screen
OA-DOWN ARROW	Move down one screen
CONTROL-B	Boldface begin or end
CONTROL-L	Underline begin or end
CONTROL-Y	Clear to end of line
CONTROL-H	Move left one character
CONTROL-I	Tab move
CONTROL-J	Move down one line
CONTROL-K	Move up one line
CONTROL-M	Return
CONTROL-U	Move right one character

WORD-PROCESSING COMMANDS

OA-C (Copy Text)

DESCRIPTION: Copies text. You can copy up to 250 lines of information from one place to another within the same document, or to and from the Clipboard.

If you are copying information from a database, spreadsheet, or a program other than AppleWorks, use the Clipboard as an intermediate step. For example, define a report in a database or spreadsheet, write it to the Clipboard, and copy or move it from the Clipboard to the document in the word processor.

To copy a block of text, tell AppleWorks the blocks to be copied and where to copy them. This is accomplished with the OA-C command.

OPTIONS: You can copy text from one place to another within a current document or to the Clipboard where it can then be copied to another document. If there is text already on the Clipboard, you can copy it to a newly opened document.

- **Within document** lets you copy text anywhere within the current document.
- **To Clipboard** lets you copy text from a current document to the Clipboard where it can then be copied to another document.
- **From Clipboard** retrieves text that was previously placed in the Clipboard and copies it to the current document.

STEPS TO USE:

Follow these steps to copy text:

1. To move text within a document or to the Clipboard, position cursor on the first character of the block of text to be copied; to copy text from the Clipboard, position cursor where the text will be inserted.
2. Press OA-C.
3. Select one of the options.
4. To move within a document or to the Clipboard, position cursor at the end of the block of text to be copied and press RETURN. This step is not necessary when copying text from the Clipboard.
5. Position cursor at the new location and press RETURN.

The copied text will be reproduced in the new location.

OA-D (Delete Block of Text)

DESCRIPTION: Deletes blocks of text. Deleted text cannot be recovered.

OPTIONS: To cancel a delete command, you must press ESC *before* it is completed.

STEPS TO USE:

1. Position cursor at beginning (or end) of text to be deleted.
2. Press OA-D.
3. Position cursor at end (or beginning) of text to be deleted. The text will be highlighted. (Use the arrow keys or the OA-1-to-9 commands to position cursor quickly.)
4. Press RETURN. (You must press ESC instead of RETURN if you change your mind about deleting the block of text.)

OA-E (Insert and Overtype Toggle)

DESCRIPTION: Switches (toggles) between *insert* and *overtype* modes. When you use *insert* mode, existing text is pushed to the right as new text is entered; in *overtype* mode, new text is typed over existing text.

When using *insert* mode, the cursor appears as a blinking underline; when in *over-*

type mode, the cursor appears as a blinking rectangle.

OPTIONS: None.

STEPS TO USE:

1. Position cursor where text is to be inserted or overtyped.
2. To use *insert* mode, press OA-E (if the cursor does not appear as a blinking underline); to use *overtype* mode, press OA-E (if the cursor does not appear as a blinking rectangle).

OA-F (Find Text, Page, or Marker)

DESCRIPTION: Searches the current document for a specified string of up to 30 characters. The search is conducted from the cursor location toward the end of the file. When the string is found, it is highlighted. If a string cannot be found, a message is displayed.

To perform a search, simply tell AppleWorks what to look for, type the search string, and then let AppleWorks do its job. When the first search is completed, you can use the same search string to look for the next occurrence. The search string is retained so that you can reuse it at a later time; however,

only one search string at a time is retained, so you will have access to only the last one entered. If you want to retain the search string as it was originally entered, press RETURN; if you want to enter modifications to the existing search string, use the arrow keys and DEL.

OPTIONS: Two groups of options are available with the Find command. The first group lets you specify more exactly what you want to search for by selecting one of the following options before typing the search string:

- **Text** is used to locate text that matches the search string exactly, except upper- and lowercase differences.
- **Case-sensitive text** is used to locate text that matches the search string exactly, including upper- and lowercase differences.
- **Options for printer** lets you locate printer option codes that are embedded in text. First select this option, enter the code for the printer option you want to find, and then press RETURN.
- **Marker** is used to locate previously inserted numbered markers. First select this option and then enter the number of the marker that you want to find. If you used the same marker number for several parts

of a document, use the previous search string to move from one marker to the next.

A second group of options is presented after a search has been successfully completed. You can choose whether or not to repeat the search.

- **Find next occurrence?** lets you choose to continue searching for the next occurrence of a search string or to quit (the default is **No**). Press RETURN to halt a search. Select **Yes** to continue a search.

STEPS TO USE:

1. Position cursor where search is to begin. If you want to search the entire document, position cursor at the beginning of the file.
2. Press OA-F.
3. Select one of the options.
4. Type a search string, printer option, or marker number.
5. Select **Yes** or **No** for continuing the search.

OA-H (Print Hard Copy of Current Screen)

DESCRIPTION: Prints a hard (paper) copy of the screen image. Press OA-H to send a screen image to your printer.

OPTIONS: None.

STEPS TO USE:

1. Arrange the screen image so it reflects how you want your document to look when printed.
2. Turn printer on.
3. Press OA-H.

OA-K (Calculate Page Breaks)

DESCRIPTION: Calculates page breaks. When you press OA-K, AppleWorks indicates where page breaks will occur when the document is printed. A page break will display as a line of dashes from margin to margin.

Adding or deleting text changes page breaks; if the position of page breaks is crucial, use the OA-K command after editing to recalculate them. During printing, AppleWorks also recalculates page breaks; therefore, you needn't use the OA-K command

prior to printing, except to change unwanted page breaks.

OPTIONS: **Which printer?** lets you to select the printer that will be used to print the final document.

STEPS TO USE:

1. Position cursor at beginning of document.
2. Press OA-K.
3. Select printer.

OA-M (Move Text)

DESCRIPTION: Moves text from one place to another. You can move up to 250 lines of information within the same document. To move information to another document, move it to and from the Clipboard.

If you move information from a database, spreadsheet, or a program other than AppleWorks, use the Clipboard as an intermediate step. For example, define a report in a database, copy it to the Clipboard, load the word processor, and move the information from the Clipboard to the word-processor document.

Use the OA-M command to tell AppleWorks which text block to move and where to move it.

OPTIONS: You can specify whether you want to move text within a current document or to the Clipboard. If there is text already on the Clipboard, you can move it into a new document.

- **Within document** lets you move text anywhere within a current document.
- **To Clipboard** moves text from a current document onto the Clipboard so that it will be available when you open another document.
- **From Clipboard** moves text previously copied or moved to the Clipboard to a current document.

STEPS TO USE:

Follow these steps to move text:

1. To move text **Within document** or **To Clipboard**, position cursor at one end of the text block to be moved; to move text **From Clipboard**, position cursor where new text is to be inserted.
2. Press OA-M.
3. Select one of the options. (If you chose the **From Clipboard** option, the move is now completed.)

4. To move **Within document** or **To Clipboard**, position cursor at the other end of the text block to be moved, then press RETURN.
5. Position cursor at new location and press RETURN.

The text will display in the new location.

OA-N (Change Name of File)

DESCRIPTION: Renames a file. After pressing OA-N, type a new name and press RETURN. The next time you save the file, the new name will be permanently assigned.

OPTIONS: Another method of renaming a file is to save it using the **Save Desktop files to disk** from the Main menu. This changes a name rather than overwriting an original file.

STEPS TO USE:

1. Press OA-N.
2 Enter a new file name and press RETURN.
3. Press OA-S to save the file.

OA-O (Display Printer Options)

DESCRIPTION: Displays a list of printer options. Press OA-O for a list of most of the available printing options. These options control the appearance of your document, both on the screen and when printed; more precisely, they control horizontal and vertical spacing, page layout, pagination, and special effects (such as boldface). Other options are offered in the menu, which control the document while it is printing (such as print pausing and mail merging).

You can select more than one option at a time as shown in the following steps. To delete an option, press OA-D.

OPTIONS: The following options are discussed further in the *Printer Options* section; however, they are summarized here by function:

- **Horizontal spacing** options have the ability to set left and right margins (LM and RM); the platen width (PW); characters per inch (CI); and proportional spacing (P1 and P2).
- **Vertical spacing** options have the ability to set the page length (PL); top and bottom margins (TM and BM); lines per inch (LI);

single, double, and triple spacing (SS, DS, and TS); and skipping lines (SK).

- **Page Layout** controls how text appears on a page, such as indentation (IN); justified (JU); unjustified (UJ); and centered (CN).
- **Pagination** options control paging features such as new page (NP); print page numbers (PP); and group begin and end markers (GB and GE).
- **Special printing effects** options are used to create boldface (BB and BE); underlining (UB and UE); subscript and superscript (+B, -B, +E, -E); headings (HE); and footings (FO).
- **Miscellaneous features** assist you in preparing a document, such as set a marker (SM); pause on each page (PE); pause here at the cursor (PH); enter data at the keyboard (EK); and mail merge (MM).

STEPS TO USE:

1. Position cursor on text block or character.
2. Press OA-O to display a list of options.
3. Type the two-character code and press RETURN.
4. If prompted to do so, enter more information.

5. Repeat steps 3 and 4 for more options.
6. Press ESC to leave the options screen.
7. To view options, press OA-Z to display (and hide) them.

OA-P (Print Text)

DESCRIPTION: Prints a document. A series of menus lets you select the text to be printed, the name of the printer that you are using, and the number of copies to be printed. Options are also available for stopping or halting printing.

OPTIONS: The first time you press OA-P, you are presented with the following options:

- **Beginning** prints an entire document from the beginning. This is the AppleWorks default option, which is selected by pressing RETURN.
- **This page** prints from the top of a current page to the end of a document.
- **Cursor** prints from the cursor position to the end of a document.

Next, a menu with the following printer options is displayed:

- **Printername1** specifies the name of the default printer that you installed in AppleWorks. This is the AppleWorks default option, which is selected by pressing RETURN.
- **Printername*n*** (*n* can be "2" or "3") specifies the names of the secondary printers (up to 3) that you can install in AppleWorks.
- **A text (ASCII) file on disk** "prints to disk" a text file that can be used with programs other than AppleWorks. Special formats are stripped from the file but carriage returns remain.

For the first and second options previously discussed, a final option is presented to you:

- **Copies?** asks for the number of copies (up to 9) that you want to print. The default is "1" and is selected by pressing RETURN.

Use one of the following options to stop or to temporarily halt printing:

- **To stop printing,** press ESC.
- **To halt printing temporarily,** press SPACEBAR.
- **To restart and continue printing,** press SPACEBAR again.

STEPS TO USE:

1. Press OA-P for printing options.
2. Select document to be printed.
3. Select name of printer or disk as destination. If you are "printing to disk," specify a complete path name, then press RETURN.
4. If your document is being printed on a printer, type the number of copies you want, then press RETURN.

OA-Q (Quick Switch to Another File)

DESCRIPTION: Displays a list of files currently on the Desktop. Press OA-Q, then highlight and select another file. You will be switched from the current document to a newly selected one.

OPTIONS: The OA-Q command will display a menu of all files currently on the Desktop. Up to 12 files can be on the Desktop at a time, depending on their memory requirements.

STEPS TO USE:

1. Press OA-Q to display files on the Desktop.
2. Position highlight on the file you want.
3. Press RETURN.

OA-R (Replace Text)

DESCRIPTION: Searches for a string of characters and replaces them with another string. Character strings may be up to 30 characters in length. A search begins at the cursor position and continues to the end of a file.

To specify how a search string is to be evaluated (that is, *case-sensitive* or *not case-sensitive*), select an option from the menu, type the search string, and then type the replacement string. You can tell AppleWorks to automatically search and replace all occurrences of a string throughout the document; you can also specify AppleWorks to stop at each occurrence so that you can manually control character-string replacements.

Search-and-replacement character strings are retained for later use. However, only one pair of them is retained at a time; therefore, you have access only to the last one entered. You can retain previously entered search-and-replacement character strings by pressing RETURN; they can be modified with the arrow and DEL (or OA-Y) keys.

OPTIONS: The Replacement command has two groups of options. The first group lets you to specify whether the search is to be case-

sensitive. Select one of the following options before you type your search and replacement strings:

- **Text** is used to find text that matches the search string exactly (ignoring upper- and lower-case differences).
- **Case-sensitive text** is used to find text that matches the search string exactly (including upper- and lowercase usage).

Before a search begins, the following second group of options is presented:

- **All** automatically replaces all occurrences.
- **One at a time** finds and highlights the next occurrence. You are prompted to replace it. If you select **Yes**, the text will be replaced with the replacement string; if you select **No**, no replacement will be made. You will then be asked to **Find next occurrence?** in order to continue searching for the next occurrence, or to stop. "No" is the AppleWorks default. To stop the search, press RETURN.

STEPS TO USE:

1. Position cursor where search is to begin. If you want to search an entire document, position cursor at beginning of file.

2. Press OA-R to find a string and replace it with another.
3. Select from **Text** and **Case-sensitive text** options.
4. After the prompt **Find?**, type the character string for which you are looking.
5. After the prompt **Replace with what?**, type a replacement string.
6. Choose to replace **One at a time** or **All**.
7. If prompted, select **Yes** or **No** to continue a search.

OA-S (Save File)

DESCRIPTION: Saves a document that is currently being edited. Press OA-S to copy a file (currently being edited) from the memory to a disk where it will be permanently stored; after saving the file, you can resume editing as before.

A file will be saved under its current name only; to rename it, use Option 3 from the Main menu.

OPTIONS: None.

STEPS TO USE:

1. Press OA-S.

OA-T (Tab Set)

DESCRIPTION: Sets and clears tabs. You can use tabs for setting up columns of data and for indenting the first line of paragraphs.

After pressing OA-T, use the arrow keys to position cursor along a line of dashes at the top of the screen where you want to set or clear a tab (existing tabs are shown on the line of dashs as vertical lines). The default tabs are set at 5-space intervals.

When working with columns, do not use proportional or justified spacing because columns will become distorted.

OPTIONS: Press OA-T and use the arrow keys to position cursor at the column where you want to set or clear a tab, and then select one of the following options:

- **S** to set a tab.
- **C** to clear a tab.
- **R** to clear all tabs.

STEPS TO USE:

1. Press OA-T to set or clear tabs.
2. Use LEFT ARROW and RIGHT ARROW keys to move cursor to the column position where a tab is to be set or cleared.

3. Press **S** to set a tab, **C** to clear a tab, or **R** to clear all tabs.
4. Repeat steps 2 and 3 until all of your tabs are set.
5. Press ESC to exit a tab command.

OA-Y (Clear to End of Line)

DESCRIPTION: Deletes text from the cursor position to the end of a line. After text is deleted, the subsequent line of text is shifted to the right of the cursor. The OA-Y command does not delete carriage returns.

OPTIONS: None.

STEPS TO USE:

1. Position cursor at start of text to be deleted.
2. Press OA-Y.

OA-Z (Display Format Settings)

DESCRIPTION: Lets you switch between *displaying* and *not displaying* formatting characters. The OA-Z command functions like a toggle to change displays on your screen: When turned off, you can view a document as

it will appear when printed; when turned on, you can view all of the formatting characters and carriage returns.

OPTIONS: None.

STEPS TO USE:

1. Position cursor where you want to view formatting characters.
2. Press OA-Z to view format characters.
3. Press OA-Z again to view page as it will be printed.

OA-SPACEBAR (Insert Sticky Space)

DESCRIPTION: Prevents two or more words from printing on separate lines. For example, you can use the OA-SPACEBAR command to ensure that a person's first and last names will always appear together on the same line.

OPTIONS: None.

STEPS TO USE:

1. Position cursor immediately after the first word.
2. Press OA-SPACEBAR.

3. Delete the regular space between the two words you want kept together.
4. Type the second word.
5. Repeat steps 1 through 4 for any other words that you want kept together.

OA-*n* (Relative Move Within File)

DESCRIPTION: Moves a relative distance within a file. In the OA-*n* command, *n* is a number from 1 to 9, which specifies a relative distance within a document. For example, pressing OA-1 positions the cursor at the beginning of a document; pressing OA-5 positions the cursor at the middle of a document; and pressing OA-9 positions the cursor at the end of a document.

OPTIONS: None.

STEPS TO USE:

1. Determine the approximate place where you want the cursor to be positioned.
2. Press OA- plus a number from 1 to 9 to specify a relative distance within a document (such as "1" for the beginning, "5" for the middle, and "9" for the end).

OA-? (Display Help)

DESCRIPTION: Displays two help menus: from the Main menu, a list of commands common to all of the AppleWorks components; and, from the word-processor menu, a list of commands available from the AppleWorks word-processor component. Use the arrow keys to scroll through both menus. To leave a help screen, press ESC.

OPTIONS: None.

STEPS TO USE:

1. Press OA-? to view the help screen.
2. Use UP ARROW and DOWN ARROW keys to scroll through the list of commands.
3. When you are finished, press ESC.

OA-ARROWS (Move the Cursor)

DESCRIPTION: Lets you quickly position cursor. Press OA-RIGHT ARROW or OA-LEFT ARROW to move the cursor right or left, word by word; press OA-UP ARROW or OA-DOWN ARROW to move the cursor up or down one screenful.

OPTIONS: None.

STEPS TO USE:

1. Press OA-RIGHT ARROW to move the cursor right, word by word.

 Press OA-LEFT ARROW to move the cursor left, word by word.

 Press OA-UP ARROW to move the cursor up one screenful.

 Press OA-DOWN ARROW to move the cursor down one screenful.

CONTROL-B (Boldface Begin or End)

DESCRIPTION: Formats a word or phrase in boldface. Highlight the text for boldface formatting by pressing CONTROL-B at the beginning and end of the text. The highlighted text will be printed in boldface. (Using the CONTROL-B command is the same as pressing OA-O for Printer options and selecting the BB and BE commands).

OPTIONS: None.

STEPS TO USE:

1. Position cursor on first character to be boldfaced and press CONTROL-B.

2. Position cursor after last charcter to be boldfaced and press CONTROL-B.

CONTROL-L (Underline Begin or End)

DESCRIPTION: Underlines a word or phrase. Highlight the text to be underlined by pressing CONTROL-L at the beginning and end of the text. The highlighted text will be underlined when printed. (Using the CONTROL-L command is the same as pressing OA-O for Printer options and selecting the UB and UE commands).

OPTIONS: None.

STEPS TO USE:

1. Position cursor on first character to be underlined and press CONTROL-L.
2. Position cursor after last charcter to be underlined and press CONTROL-L.

CONTROL-Y (Clear to End of Line)

DESCRIPTION: Deletes text from the cursor position to the end of the line. After text is deleted, the subsequent line of text is shifted to the right of the cursor. The CONTROL-Y

command does not delete carriage returns. (Using the CONTROL-Y command is the same as using the OA-Y command.)

OPTIONS: None.

STEPS TO USE:

1. Position cursor at start of text to be deleted.
2. Press CONTROL-Y.

CONTROL-H (Move Left)

DESCRIPTION: Moves cursor left one character. Using the CONTROL-H command is the same as pressing LEFT ARROW; however, the CONTROL-H command provides easier fingering for the touch typist.

OPTIONS: None.

STEPS TO USE:

1. Press CONTROL-H to move cursor left one character.

CONTROL-I (Tab)

DESCRIPTION: Moves cursor left one tab position.

OPTIONS: None.

STEPS TO USE:

1. Press CONTROL-I to move cursor left one tab position.

CONTROL-J (Move Down a Line)

DESCRIPTION: Moves cursor down one line. Using the CONTROL-J command is the same as pressing DOWN ARROW; however, the CONTROL-J command provides easier fingering for the touch typist.

OPTIONS: None.

STEPS TO USE:

1. Press CONTROL-J to move cursor down one line.

CONTROL-K (Move Up a Line)

DESCRIPTION: Moves cursor up one line. Using the CONTROL-K command is the same as pressing UP ARROW; however, the CONTROL-K command provides easier fingering for the touch typist.

OPTIONS: None.

STEPS TO USE:

1. Press CONTROL-K to move cursor up one line.

CONTROL-M (Return)

DESCRIPTION: Inserts a carriage return anywhere in the text. Using the CONTROL-M command is the same as pressing RETURN.

OPTIONS: None.

STEPS TO USE:

1. Press CONTROL-M to insert a carriage return anywhere in the text.

CONTROL-U (Move Right)

DESCRIPTION: Moves cursor right one character. Using the CONTROL-U command is the same as pressing RIGHT ARROW; however, the CONTROL-U command provides easier fingering for the touch typist.

OPTIONS: None.

STEPS TO USE:

1. Press CONTROL-U to move cursor right one character.

DATABASE COMMANDS SUMMARY

OA-A	Arrange (sort) records
OA-C	Copy records
OA-D	Delete records
OA-E	Insert and overtype toggle
OA-F	Find records
OA-G	Group totals; add or delete them
OA-H	Print hard copy of current screen
OA-I	Insert records
OA-J	Justify report category
OA-K	Calculate new category
OA-L	Change record layout
OA-M	Move records
OA-N	Change name of file
OA-O	Display printer options
OA-P	Print report, or display print menu
OA-Q	Quickly switch to another file
OA-R	Change record selections
OA-S	Save file

OA-T	Report totals; add or remove
OA-V	Set standard values
OA-Y	Clear to end of line
OA-Z	Zoom between single and multiple record images
OA-1 to 9	Relative move within file
OA-"	Duplicate previous entry
OA-< >	Shift categories left and right
OA-?	Display help
OA-LEFT ARROW	Reduce field size
OA-RIGHT ARROW	Increase field size
OA-UP ARROW	Move up one screen
OA-DOWN ARROW	Move down one screen
CONTROL-Y	Clear to end of entry
CONTROL-H	Move left
CONTROL-I	Tab
CONTROL-J	Move down one line
CONTROL-K	Move up one line
CONTROL-M	Insert a return
CONTROL-U	Move right one character

OA-A (Arrange Category)

DESCRIPTION: Sorts records by category. After pressing OA-A, AppleWorks presents a menu for providing more information about how to sort your records.

You can use the OA-A command in the REVIEW/ADD/CHANGE screen (while editing) or in the REPORT FORMAT screen. Either the SINGLE- or MULTIPLE-RECORD LAYOUT screen can be used to invoke the OA-A command.

Several categories may be used in sorting records; however, you can sort only one category at a time. Usually, the least important category is sorted first, and the most important category is sorted last.

OPTIONS: After pressing OA-A, AppleWorks prompts you to select one of the following for each category you sort:

- **A to Z** sorts alphabetically in ascending order.
- **Z to A** sorts alphabetically in descending order.

- **0 to 9** sorts numerically in ascending order.
- **9 to 0** sorts numerically in descending order.

STEPS TO USE:

1. Use any record for positioning cursor on the category being used for the sort.
2. Press OA-A to sort the records.
3. Select one of the options.
4. Press RETURN.

OA-C (Copy Records)

DESCRIPTION: Copies records from one place to another. There are two ways to perform copying. One way is to copy a single record several times in the same location, select the **Current record** option (described in the following *OPTIONS*) and specify the number of copies. Another way is to copy a group of records to another location within a database or to another database. In this case, you must copy **To Clipboard** and then **From Clipboard**.

If you are copying information to another database, use the Clipboard as an intermediate step. For example, you would copy a rec-

ord to the Clipboard, load another database, and then copy or move it. If records are to be inserted into a word-processor document, define a report in the database, write it to the Clipboard, move to the word-processor document, and then copy or move the record from the Clipboard to the text.

OPTIONS: You can specify whether to copy the current record a certain number of times, or to copy a group of records to the Clipboard so that they can be copied to another database. If the records are already on the Clipboard, you can copy them to the current database.

- **Current record** lets you copy a record at the cursor location a certain number of times. Duplicates are immediately inserted after the current record. If you choose this option, AppleWorks will prompt you with **Number of copies?**.
- **To Clipboard** copies one or more records from a current database to the Clipboard, so that they will be available to you when you open another database. When you choose this option, you'll use the arrow keys to define the records that make up the group to be copied.

- **From Clipboard** retrieves records previously copied or moved to the Clipboard and copies them to the current database.

STEPS TO USE:

To copy a current record a certain number of times, use the following steps:

1. To copy a current record in a database, position cursor at the record to be copied.
2. Press OA-C.
3. Choose **Current record** from the previously listed options.
4. When prompted with **Number of copies?**, enter the number of copies that you want, and then press RETURN.

To copy a group of records to another database, use the following steps:

1. Position cursor on the first record of the group to be copied.
2. Press OA-C.
3. Choose **To Clipboard** to copy the group to the Clipboard.
4. Use the arrow keys to position cursor at the last record of the group, and then press RETURN.
5. Open the other database by pressing OA-Q and selecting a file.

6. Position cursor where the group of records is to be placed.
7. Press OA-C.
8. Select **From Clipboard.**

OA-D (Delete Block of Records)

DESCRIPTION: Deletes blocks of records. Deleted records cannot be recovered.

OPTIONS: To cancel a delete command, you must press ESC *before* the command is completed.

STEPS TO USE:

To delete records from a multiple block of records, use the following steps:

1. Position cursor at first record to be deleted and press OA-D.
2. Position cursor at last record to be deleted; the blocks of records will be highlighted. (You can use the arrow keys, or the OA-arrow commands, to move quickly to the end of the blocks.)
3. Press RETURN. (You must press ESC instead of RETURN if you decide not to delete the blocks.)

To delete one or more records in a single block of records, use the following steps:

1. Position cursor at first record to be deleted and press OA-D.
2. Select **Yes** to delete the record. Continue selecting **Yes** for each record to be deleted. Select **No** for records you want to keep.
3. Press ESC to stop deleting records.

To delete categories, use the following steps:

1. Press OA-N and then RETURN to proceed directly to the categories without changing the file name.
2. Position cursor on category to be deleted and press OA-D.
3. Respond **Yes** to delete the category. Remember that report formats and all of the data cannot be retrieved.
4. Press ESC to return to the REVIEW/ADD/CHANGE screen.

OA-E (Insert and Overtype Toggle)

DESCRIPTION: Switches (toggles) between *insert* and *overtype* modes. When you use *insert* mode, existing text is pushed to the right as new text is entered; in *overtype* mode, new text is typed over existing text.

When using *insert* mode, the cursor appears as a blinking underline; when in *overtype* mode, the cursor appears as a blinking rectangle.

OPTIONS: None.

STEPS TO USE:

1. Position cursor where text is to be inserted or overtyped.
2. To use *insert* mode, press OA-E (if the cursor does not appear as a blinking underline); to use *overtype* mode, press OA-E (if the cursor does not appear as a blinking rectangle).

OA-F (Find Record)

DESCRIPTION: Searches all of the categories of a file for a specified string of up to 30 characters. The search is conducted on currently selected records; when you select a subset, the search will apply only to the subset and not to the whole file.

To perform a search, simply tell AppleWorks what to look for, type the search string, and then let AppleWorks do its job. When the first search is completed, you can

OA-H (Print Hard Copy of Current Screen)

DESCRIPTION: Prints a hard (paper) copy of the screen image. Press OA-H to send a screen image to your printer.

OPTIONS: None.

STEPS TO USE:

1. Arrange the screen image the way you want your document to look when printed.
2. Press OA-H.

OA-I (Insert Record, Category)

DESCRIPTION: Inserts new records into a database. When you press OA-I, a blank entry form (in single-record layout) is displayed. Enter as many records as needed. New records will be inserted following the record upon which the cursor is positioned when the command is pressed.

OPTIONS: None.

STEPS TO USE:

To insert a new record, use the following steps:

1. Position cursor where a new record is to be inserted.
2. Press OA-I to display a blank form.
3. Fill out the form and press RETURN; continue to fill out forms as needed.
4. Press ESC to return to the REVIEW/ADD/CHANGE screen.

To insert a new category, use the following steps:

1. Press OA-N from the REVIEW/ADD/CHANGE screen, then press RETURN to display the screen image you want.
2. Position cursor on the category that will be to the right of the new one to be inserted.
3. Press OA-I to insert a category.
4. Type **Yes** to abandon the current record or report layout. (If you do not want to do this, type **No** to exit from the Insert Record, Category command.)
5. When a blank line is displayed, type a category name and press RETURN.
6. Press ESC to return to the REVIEW/ADD/CHANGE screen.

OA-J (Justify Report Category)

DESCRIPTION: Aligns database categories to the right rather than the left for table-like reports. Normally, numbers are right-justified and text is left-justified.

The OA-J command varies slightly for label-like reports. The command is used to left-justify one category after another (no options are available with this method). For example, you can print a variable-length "City" category next to the "State" category simply by pressing OA-J to left-justify the "State" category.

OPTIONS: The options for table-like reports are:

- **Decimal places** specifies the number of digits needed after the decimal (the default is "0" and is used for text).
- **Blank spaces** specifies the number of blank spaces to skip between a justified category and the one to its right.

STEPS TO USE:

1. Position cursor on category to be justified.
2. Press OA-J to right-justify the category.

3. Type the number of decimal places needed in the justified column. If you want touse the default of 3 spaces, press RETURN.
4. Type the number of blank spaces to skip between categories. If you want to use the default ot 3 spaces, press RETURN.

OA-K (Set Up Calculated Category)

DESCRIPTION: Sets up a new report category based on calculations from data in existing categories. To accomplish this, tell AppleWorks where you want the column to be placed, press OA-K, and name the category; next, type in a formula and specify the number of decimal places. The calculated category will be included in the next printing of your report.

When creating a formula, refer to other report categories by their column-letter labels. For example, to multiply column "A" times column "B," enter **A*B** as the formula. You can add (+), subtract (-), multiply (*), or divide (/), but you cannot use parentheses to group operations. Calculations always work from left to right. You can use constants instead of categories, such as **A*B/6.5**.

OPTIONS: None.

STEPS TO USE:

1. Position cursor to the right of where a new category is to be placed.
2. Press OA-K; the column will display as "9"s.
3. Type the name of the new category and press RETURN.
4. Enter a formula for calculating the category.
5. Enter the number of decimal places and press RETURN.
6. Enter the number of blank spaces needed betweeen columns, and press RETURN. If you want to use the default of 3 spaces, press RETURN.

OA-L (Report Layout)

DESCRIPTION: Changes the layout of a record. When you press OA-L in a multiple-record layout, the CHANGE RECORD LAYOUT screen is displayed, which lets you increase or decrease column widths, insert or delete categories, or switch category positions.

The OA-L command functions differently for single-record layouts. You must move cat-

egories around other categories by pressing OA- together with an arrow key. You cannot move over or through categories; you cannot delete or insert new categories using this method.

OPTIONS: Once you press OA-L in a multiple-record layout, you are offered the following options:

- LEFT ARROW and RIGHT ARROW to position cursor from one category to another.
- OA-< and OA-> to move a category left or right, respectively.
- OA-LEFT ARROW and OA-RIGHT ARROW to increase or decrease a column width.
- OA-D to delete a category; it can be re-inserted by pressing OA-I (the category is not actually *deleted*, rather, it is *hidden*).

STEPS TO USE:

1. In a multiple-record layout, press OA-L to change the report layout.
2. Use the options to modify the report as needed.
3. Press ESC twice to return to the REVIEW/ ADD/CHANGE screen.

OA-N (Change Name of File)

DESCRIPTION: Renames a file or report. The OA-N command has two levels when you are in the REVIEW/ADD/CHANGE screen. The first level lets you enter a new file name or press RETURN to skip the renaming function and continue to the next level. The second level lets you position the cursor on any file categories and then rename them.

This command can also be used to change a report name. In this case, you must be in either a table- or label-report format. Press OA-N and type in a new title (up to 19 characters long), then press RETURN.

OPTIONS: Another method of renaming a file is to save it using the Main menu **Save Desktop files to disk.** This method lets you change a file name without overwriting the original version.

STEPS TO USE:

To change the file name or category, use the following steps:

1. Press OA-N.
2. Enter a new file name and press RETURN. To rename a file category, press RETURN, position cursor on the first letter of the file

category name, enter a new name, then press ENTER.

3. Press ESC to return to the REVIEW/ADD/CHANGE screen.
4. Save the file by pressing OA-S.

To change the report name or title, use the following steps:

1. Bring the report format to your screen.
2. Press OA-N.
3. To rename the report, type in a new name and press ENTER; otherwise, press RETURN.
4. To enter a new title, type the new name and press ENTER; otherwise, press RETURN.

OA-O (Display Printer Options)

DESCRIPTION: Displays a list of printer options. Press OA-O for a list of most of the available printing options. These options control the appearance of your document, both on the screen and when printed; more precisely, the database printer options control right, left, top, and bottom margins, and five special methods of formatting.

You may select more than one option at a time. (Use the OA-D command to delete an option.)

OPTIONS: The following options are discussed in the *Printer Options* section; however, they are summarized here by function:

- **Left and Right Margins** options let you set the left margin (LM), right margin (RM), platen width (PW), and characters per inch (CI).
- **Top and Bottom Margins** options let you set the page length (PL), top margin (TM), bottom margin (BM), and lines per inch (LI).
- **Formatting Options** are used specifically for database reports. You can send special printer codes to the printer (SC), which cause the printer to print in a different way; when printing database entries, you can print a dash (PD) when an entry is blank; and you can print headers (PH) on your reports. There are two options available for mailing labels. You can omit a label line (OL) when the line is blank; and you can keep a blank line (KS).

STEPS TO USE:

1. Press OA-O to display a list of options.
2. Type the two-character code and press RETURN.

3. If prompted to do so, enter more information.
4. Repeat steps 2 and 3 for more options.
5. Press ESC to leave the options screen.

OA-P (Display Report Menu or Print Report)

DESCRIPTION: Displays a report menu or prints a report. You can create a new report or look at an existing one. When a report is on your screen, you can use the OA-P command to display the printer menus and then print the report.

OPTIONS: When you first press OA-P, the Report menu displays the following options:

- **Get a report format** lets you call up an existing format. If you use this option, a list of reports from which to choose will be displayed.
- **Create a new "tables" report** lets you create a report that lists selected records.
- **Create a new "labels" report** lets you create mailing label reports.
- **Duplicate an existing format** lets you duplicate a report that can be modified.

- **Erase a format** lets you delete a report format.

When you create a report and are ready to print it, the OA-P command will display a menu that asks **Where do you want to print the report?** along with the following options:

- **Printername1** specifies the name of the default printer that you installed in AppleWorks. This is the AppleWorks default option, which is selected by pressing RETURN.
- **Printername*n*** (*n* can be "2" or "3") specifies the name of the secondary printer that you installed in AppleWorks.
- **The screen** lets you view a report before it is printed.
- **The Clipboard (for the word processor)** lets you send a report to the Clipboard where it can be moved or copied to a word-processor document.
- **The Clipboard (for Mail Merge)** lets you send a report to the Clipboard where it will be merged with a word-processor document to creating mailing labels.
- **A text (ASCII) file on disk** "prints to disk" a text file that can be used with programs other than AppleWorks. Special for-

mats are stripped from the file, but carriage returns remain.

- **A DIF (TM) file on disk** to send a database report to the AppleWorks spreadsheet component.

Depending on which of the options you choose, you might be asked to respond to the following:

- **Type report date or press RETURN** so that you can enter a date, which will be printed at the top of the report.
- **Copies?** asks for the number of copies you want to print (up to 9). The default is "1" and is selected by pressing RETURN.

Use one of the following options to stop or to temporarily halt printing:

- **To stop printing**, you press ESC.
- **To temporarily halt printing**, you press SPACEBAR.
- **To restart and continue printing**, you press SPACEBAR again.

STEPS TO USE:

1. Press OA-P for report menu.
2. Choose an existing report or create a new one by entering a new name.

3. When you are ready to print a report, press OA-P again.
4. Select name of printer or disk as destination. If you are "printing to disk," specify a complete path name, then press RETURN.
5. If prompted to do so, enter the report date or press RETURN. If your document is being printed on a printer, type the number of copies you want, then press RETURN.

OA-Q (Quick Switch to Another File)

DESCRIPTION: Displays a list of files currently on the Desktop. Press OA-Q, then highlight and select another file. You will be switched from the current document to a newly selected one.

OPTIONS: The OA-Q command will display a menu of all files currently on the Desktop. Up to 12 files can be on the Desktop at a time, depending on their memory requirements.

STEPS TO USE:

1. Press OA-Q to display files on the Desktop.
2. Position highlight on the file you want.
3. Press RETURN.

OA-R (Record Selection)

DESCRIPTION: Selects and lists a subset of records from a file. You can use the OA-R command to set up a test to be performed on all the records in a file. If a record matches your test, it will be selected. Up to three comparisons can be made in each test.

If you want to select all the records in a file after you select a subset of a file, press OA-R and choose **Yes.**

OPTIONS: After you press OA-R, the names of all file categories are displayed; position cursor on the category that will be used to define the first test.

Next, you will be offered two menus from which to choose your test specifications. The first menu displays the following operators for evaluating a category:

- Equals
- Is greater than
- Is less than
- Is not equal to
- Is blank
- Is not blank
- Contains

- Begins with
- Ends with
- Does not contain
- Does not begin with
- Does not end with

When selecting an option, you may need to enter a value. For example, one test might be "Category A equals 1989."

The second menu lists the following relationships that a first test can have with a second test:

- **And** (the default) lets you add another condition to the first condition; both conditions must be true for a record to be selected.
- **Or** lets you define a second condition; if either the first or the second condition is true, the record is selected.
- **Through** lets you define a specific range of values that must be met before a record can be selected.

When entering conditions, alternate between the category names screen, the operators menu, and the relationship menu, until up to three conditions have been selected.

STEPS TO USE:

1. Press OA-R to define record selection criteria.
2. Select a category to be tested.
3. Select an operator from the first options menu; enter a value if the operator requires one, then press RETURN.
4. Select a second condition (And, Or, Through), if necessary.
5. Alternate between the category names screen, the operators menu, and the relationship menu, until up to 3 tests have been defined.
6. When you finish defining the selection criteria, press ESC.

OA-S (Save File)

DESCRIPTION: Saves a document currently being edited. Press OA-S to copy a file (currently being edited) from the memory to a disk where it will be permanently stored; after saving the file, you can resume editing as before.

A file will be saved under its current name only; to rename it, use Option 3 from the Main menu.

OPTIONS: None.

STEPS TO USE:

1. Press OA-S.

OA-T (Category Totals)

DESCRIPTION: Provides category totals. Press OA-T to obtain a total (you can press OA-T again to delete it).

OPTIONS:

- **Decimal places** lets you specify the number of decimal places to be displayed in the category total (2 is the default).
- **Blank spaces to skip** specifies the number of spaces between the total in one category and the categories on either side of it. The default is 3 spaces.

STEPS TO USE:

1. Position cursor on category to be totaled.
2. Press OA-T to set totals.
3. Enter number of decimal places needed, or press RETURN to use the default of 2.
4. Enter number of spaces to skip on either side of the category column, or press RETURN to use the default of 3.

OA-V (Set Standard Values)

DESCRIPTION: Enters a predetermined set of values in new records. To avoid retyping the same values for every new record, the OA-V command lets you create a predetermined set of standard values. For example, many of your records may contain the same data for "city" and "state"; thus, when you create new standard values for "city" and "state," they will be automatically entered in each new record.

A standard value becomes the default and can be changed to another value when a new record is inserted.

To remove or permanently alter a standard value, press OA-V again and clear or change the current entry; press RETURN, then press ESC.

The OA-V command is used differently in a label-type report. It lets you enter a category name that will print on the report. In this way, data on the report will be labeled with a category name and followed with a colon, such as "FIRST NAME: Leslie."

OPTIONS: None.

STEPS TO USE:

1. Press OA-V from the REVIEW/ADD/CHANGE screen. An empty entry form will be displayed.
2. Position cursor on category that will contain the standard value.
3. Type the default value you want for new records.
4. When all standard values have been entered, press ESC to return to the REVIEW/ADD/CHANGE screen.

OA-Y (Clear to End of Entry)

DESCRIPTION: Deletes text in a category from the cursor position to the end of the entry.

OPTIONS: None.

STEPS TO USE:

1. Position cursor at start of text to be deleted.
2. Press OA-Y.

OA-Z (Zoom to Single-, Multiple-Record Layout)

DESCRIPTION: Lets you switch between viewing single- and multiple-record layouts. The OA-Z command functions like a toggle to change displays on your screen.

OPTIONS: The Zoom command can be used for single- or multiple-record displays.

STEPS TO USE:

1. Position cursor on the record you want to see in either a single- or multiple-record layout.
2. Press OA-Z to view the layout.
3. Press OA-Z again to return to the previous display.

OA-*n* (Relative Move Within File)

DESCRIPTION: Moves a relative distance within a file. In the OA-*n* command, *n* is a number from 1 to 9, which specifies a relative distance within a document. For example, pressing OA-1 positions the cursor at the beginning of a document; pressing OA-5 positions the cursor at the middle of a document;

and pressing OA-9 positions the cursor at the end of a document.

OPTIONS: None.

STEPS TO USE:

1. Determine the approximate place where you want the cursor to be positioned.
2. Press OA- plus a number from 1 to 9 to specify a relative distance within a document (such as "1" for the beginning, "5" for the middle, and "9" for the end).

OA-" (Ditto)

DESCRIPTION: Duplicates the value from a preceding multiple-record layout entry. For example, if you press OA-" (do not use the SHIFT key) on record 3, the contents of record 2 will be duplicated in record 3.

OPTIONS: None.

STEPS TO USE:

1. Position cursor on the entry below the one you want to duplicate.
2. Without using the SHIFT key, press OA-".

► OA-? (Display Help)

DESCRIPTION: Displays two Help menus: from the Main menu, a list of commands common to all of the AppleWorks components; and, from the word-processor menu, a list of commands available from the AppleWorks word-processor component. Use the arrow keys to scroll through both menus. To leave a Help screen, press ESC.

OPTIONS: None.

STEPS TO USE:

1. Press OA-? to view the Help screen.
2. Use the UP ARROW and DOWN ARROW keys to scroll through the list of commands.
3. When you are finished, press ESC.

► OA-< and OA-> (Shift Categories)

DESCRIPTION: Changes the layout of a table-type report or of a record. You can shift positions of a category by pressing OA-< to move it to the left, or by pressing OA-> to move it to the right.

OPTIONS: None.

STEPS TO USE:

1. Position cursor on the category to be moved to the right, then press OA-> for each category you want to shift. For example, to move the category to the right by three columns, press OA-> three times.
2. Position cursor on the category to be moved to the left, then press OA-< for each category you want to shift. For example, to move the category to the left by two columns, press OA-< two times.

OA-LEFT and OA-RIGHT ARROWS (Change Category Size)

DESCRIPTION: Decreases or increases the size of a category. In the CHANGE REPORT FORMAT screen (displayed with the OA-L command) or the REPORT FORMAT screen (displayed when you edit a report), pressing OA-LEFT ARROW decreases the size of a category, and pressing OA-RIGHT ARROW increases the size of a category.

OPTIONS: None.

STEPS TO USE:

1. Press OA-LEFT ARROW to decrease the size of a category; press OA-RIGHT ARROW to increase the size of a category.

OA-UP and OA-DOWN ARROWS (Scroll Through File)

DESCRIPTION: Scrolls through a file. In single-record layout, the OA-UP ARROW or OA-DOWN ARROW command scrolls one record at a time backward (up) or forward (down) through a file; in multiple-record layout, the same commands are used to scroll by the screenful through a file.

OPTIONS: None.

STEPS TO USE:

1. In single-record layout, press OA-UP ARROW to move backward through a file one record at a time; in multiple-record layout, press OA-UP ARROW to move the cursor up one screenful at a time.
2. In single-record layout, press OA-DOWN ARROW to move forward through a file one record at a time; in multiple-record layout, press OA-DOWN ARROW to move the cursor down one screenful at a time.

CONTROL-Y (Clear to End of Entry)

DESCRIPTION: Deletes text in a category from the cursor position to the end of an entry. The CONTROL-Y command functions the same as the OA-Y command.

OPTIONS: None.

STEPS TO USE:

1. Position cursor at start of text to be deleted.
2. Press CONTROL-Y.

CONTROL-H (Move Left)

DESCRIPTION: Moves cursor left one character. Using the CONTROL-H command is the same as pressing LEFT ARROW; however, the CONTROL-H commmand provides easier fingering for the touch typist.

OPTIONS: None.

STEPS TO USE:



1. Press CONTROL-H to move left one character.

CONTROL-I (Move by Category)

DESCRIPTION: Moves cursor one category.

OPTIONS: None.

STEPS TO USE:

1. Press CONTROL-I to advance the cursor by one category.

CONTROL-J (Move Down a Line)

DESCRIPTION: Moves cursor down one line. Using the CONTROL-J command is the same as pressing DOWN ARROW; however, the CONTROL-J command provides easier fingering for the touch typist.

OPTIONS: None.

STEPS TO USE:

1. Press CONTROL-J to move cursor down one line.

CONTROL-K (Move Up a Line)

DESCRIPTION: Moves cursor up one line. Using the CONTROL-K command is the same as pressing UP ARROW; however, the CONTROL-K command provides easier fingering for the touch typist.

OPTIONS: None.

STEPS TO USE:

1. Press CONTROL-K to move cursor up one line.

CONTROL-M (Return)

DESCRIPTION: Moves cursor down to the next category in single-record view, or to the same category in the next record in multiple-record view. The CONTROL-M command inserts a carriage return; it is the same as pressing CONTROL-J or DOWN ARROW.

OPTIONS: None.



STEPS TO USE:

1. Press CONTROL-M to insert a carriage return anywhere in the text.

CONTROL-U (Move Right)

DESCRIPTION: Moves cursor right one character. Using the CONTROL-U command is the same as pressing RIGHT ARROW; however, the CONTROL-U command provides easier fingering for the touch typist.

OPTIONS: None.

STEPS TO USE:

1. Press CONTROL-U to move cursor right one character.

SPREADSHEET COMMANDS SUMMARY

OA-A	Arrange (sort) rows
OA-B	Blank out cells
OA-C	Copy entries
OA-D	Delete columns or rows
OA-E	Insert and overtype toggle
OA-F	Find entries or text
OA-H	Print hard copy of current screen
OA-I	Insert rows or columns
OA-J	Jump to other window
OA-K	Recalculate values
OA-L	Change cell layout
OA-M	Move rows or columns
OA-N	Change file name
OA-O	Display printer options
OA-P	Print worksheet
OA-Q	Quick-switch to another file
OA-S	Save file
OA-T	Set titles
OA-U	Edit cells

OA-V	Set standard values
OA-W	Create a window
OA-Y	Clear to end of cell
OA-Z	Zoom between viewing formula and results
OA-1 to 9	Relative move within file
OA-?	Display help
OA-LEFT ARROW	Scroll left one screenful
OA-RIGHT ARROW	Scroll right one screenful
OA-UP ARROW	Move up one screen
OA-DOWN ARROW	Move down one screen
CONTROL-Y	Clear to end of entry
CONTROL-H	Move left
CONTROL-I	Tab
CONTROL-J	Move down one line
CONTROL-K	Move up one line
CONTROL-M	Return
CONTROL-U	Move right one character

OA-A (Arrange Cells)

DESCRIPTION: Sorts cells by category. The OA-A command sorts rows by values in columns. When you press OA-A, an options menu is displayed; you use this menu to furnish AppleWorks with further information about how to sort your numeric or alphabetic data.

OPTIONS: The menu displays the following categories that you can select for sorting:

- **A to Z** sorts alphabetically in ascending order.
- **Z to A** sorts alphabetically in descending order.
- **0 to 9** sorts numerically in ascending order.
- **9 to 0** sorts numerically in descending order.

STEPS TO USE:

1. Position cursor on the first or last row of the column containing the value to be sorted.

2. Press OA-A to arrange records.
3. Move cursor up or down the column, highlighting all the rows to be sorted. Press RETURN.
4. Select one of the options described above.
5. Press RETURN.

OA-B (Blank Cells)

DESCRIPTION: Blanks an individual cell, a group of cells, or one or more rows or columns. The contents of a cell or cells will be erased unless they are protected with the OA-L and OA-V commands, which allow you to change your mind and not erase a cell.

A blanked cell will contain blanks. Formulas in other cells that refer to a blanked cell will pick up a zero.

OPTIONS: When you press OA-B, the following options are displayed:

- **Entry** will blank a single cell.
- **Block** defines a block of cells to be blanked.
- **Column** blanks one or more columns.
- **Row** blanks one or more rows.

STEPS TO USE:

1. Position cursor on the cell to be blanked. If more than one cell is to be affected, put the cursor on the top-left cell in the block.
2. Press OA-B to blank the cell or cells.
3. Select one of the options.
4. Use the arrow keys to highlight the cells you want blanked and press RETURN.

OA-C (Copy Cells)

DESCRIPTION: Copies one or more cells from one location to another. The OA-C command lets you copy information from one cell to another cell in the spreadsheet or Clipboard, or copy from the Clipboard to the spreadsheet. The original cells are retained.

To copy to another location or to the Clipboard, press OA-C, tell AppleWorks that the cells to be copied are in the worksheet, define the cells to be copied, move the cursor to the new location and press RETURN.

To copy information from the Clipboard, simply tell AppleWorks to copy it from the Clipboard and where it is to be placed in the current spreadsheet.

To duplicate cells across a range of cells, mark the beginning cell and press OA-C.

Highlight the source cells, then position cursor on the first cell of the destination range, type a period and then press RETURN to mark the beginning. Next, move the cursor to the last cell in the range and press RETURN.

If you are copying information to another spreadsheet, use the Clipboard as an intermediate step. For example, copy cells to the Clipboard, load another spreadsheet, then copy or move the cells. If the cells are to be inserted into a word-processor document, you must first print a report of the spreadsheet to the Clipboard, open the word-processor document, and then copy or move the contents of the Clipboard to the text.

OPTIONS: When you first press OA-C, you are presented with the following options:

- **Within worksheet** copies cells at specified location within the current worksheet.
- **To Clipboard** copies cells from a current spreadsheet to the Clipboard where they are available for copying to another spreadsheet. When you select this option, use the arrow keys to define which cells make up the group to be copied.

- **From Clipboard** retrieves cells (previously copied or moved to the Clipboard) from the Clipboard and copies them to the current spreadsheet.

If you are copying formulas or pointers, you can choose whether to copy them relatively (when addresses are adjusted for a new location) or with no change (when addresses are copied exactly as they are). Each pointer in a formula is individually tested. Pointers that are moved from the Clipboard to another spreadsheet are always copied in relation to a spreadsheet's location.

- **No change** indicates that the pointer is to be copied exactly, without any changes.
- **Relative** indicates that the pointer will be copied after it is adjusted for new location.

STEPS TO USE: To copy one or more cells within a spreadsheet, use the following steps:

1. Position cursor on upper-left cell to be copied.
2. Press OA-C.
3. Select **Within worksheet** from options.
4. To define the source cells, position cursor on the row or column to be copied and press RETURN.

5. Position cursor on destination (upper-left) cell where copied cells are to be inserted, and then press RETURN. If any cells contain pointers, you will be asked whether the copy is relative or without changes. Select **Relative** if you want the pointers to be adjusted for new locations; select **No change** if you want the copy made without adjusting any pointers.

Use the following steps to copy a group of records to another spreadsheet:

1. Position cursor on first record of group to be copied.
2. Press OA-C.
3. Choose **To Clipboard** to copy the group to the Clipboard.
4. Use the arrow keys to position the cursor on the last record of the group, then press RETURN.
5. Open other spreadsheet by pressing OA-Q and select a file.
6. Position cursor on row below the row where the group of cells is to be inserted.
7. Press OA-C.
8. Select **From Clipboard**.

OA-D (Delete Rows of Columns)

DESCRIPTION: Deletes rows or columns. Rows and columns are moved "up" or "over" to take the place of deleted cells. Row numbers, column letters, and pointers are revised to reflect new worksheet locations.

OPTIONS: These options are displayed:

- **Rows** deletes one or more rows.
- **Columns** deletes one or more columns.

STEPS TO USE:

1. Position cursor on one end of row or column that you want to delete.
2. Press OA-D.
3. Select **Rows** to delete one or more rows or **Columns** to delete one or more columns.
4. Highlight rows or columns to be deleted by positioning the cursor on the last one to be deleted, then press RETURN.

OA-E (Insert and Overtype Toggle)

DESCRIPTION: Switches (toggles) between *insert* and *overtype* modes. When you use *insert* mode, existing text is pushed to the right as new text is entered; in *overtype* mode, new text is typed over existing text.

When using *insert* mode, the cursor appears as a blinking underline; when in *overtype* mode, the cursor appears as a blinking rectangle.

OPTIONS: None.

STEPS TO USE:

1. Position cursor where text is to be inserted or overtyped.
2. To use *insert* mode, press OA-E (if the cursor does not appear as a blinking underline); to use *overtype* mode, press OA-E (if the cursor does not appear as a blinking rectangle).

OA-F (Find Cell or Text)

DESCRIPTION: Searches a spreadsheet for text or for specific cell coordinates. The previous Find search string is maintained and can be reused. Tell AppleWorks whether to search for text or coordinates, then type a search string or coordinates, and let AppleWorks do its job.

OPTIONS: When you press OA-F, the following options are displayed:

- **Repeat last** is the default; it uses the last search request.
- **Coordinates** searches for a specific cell address by row and column designation, such as "D12."
- **Text** searches for a text string of up to 25 characters.

STEPS TO USE:

1. Position cursor to upper-left search area.
2. Press OA-F.
3. Select one of the options.
4. If you are not using a previous search, type the new text or coordinates and press RETURN.

OA-H (Print Hard Copy of Current Screen)

DESCRIPTION: Prints a hard (paper) copy of the screen image. Press OA-H to send a screen image to your printer.

OPTIONS: None.

STEPS TO USE:

1. Arrange the screen image so it reflects how you want it to look when printed.
2. Turn printer on.
3. Press OA-H.

OA-I (Insert Row, Column)

DESCRIPTION: Inserts new rows or columns in a spreadsheet. You can insert up to 9 blanks in a spreadsheet by pressing OA-I. Columns and rows are renumbered to accommodate new inserts; any formulas are revised as well.

OPTIONS: These options are displayed:

- **Rows** inserts one or more rows.
- **Columns** inserts one or columns.

STEPS TO USE:

1. Position cursor above or to the left of where you want the new rows or columns to be inserted. The cursor should be on the row that will be below the new inserts; the column will be to the right.
2. Press OA-I.
3. Select one of the options.
4. Enter the number of rows or columns to be inserted and press RETURN.

OA-J (Jump to Other Window)

DESCRIPTION: Moves cursor from one window to another when a spreadsheet has been split into two window images with the OA-W command.

OPTIONS: None.

STEPS TO USE:

1. Press OA-J to jump to other window.

OA-K (Recalculate Values)

DESCRIPTION: Recalculates a formula in the worksheet. To use the OA-K command, the Recalculation method must be set to "manual" with the OA-V command.

OPTIONS: None.

STEPS TO USE:

1. Ensure that the Recalculation method selected with the OA-V command is "manual."
2. Press OA-K. The worksheet formulas will be recalculated.

OA-L (Cell Layout)

DESCRIPTION: Changes the layout of a cell, row, column, or block of cells. This command lets you specify the kind of information a cell contains. It may contain a *value* (a number or formula) or a *label* (text). You can format *value* or *label* cells, change the width of columns, or protect one or more cells.

OPTIONS: The first list of options provided by the OA-L command defines the following formats:

- **Entry** formats a single cell.
- **Rows** formats one or more rows.
- **Columns** formats one or more columns.
- **Block** formats a group of cells.

Only the Entry and Block options can be defined before data has been entered. The Rows and Columns options can be defined only when the spreadsheet contains data; however, the Columns option can be used to change the width of a column before data is entered.

Once you have selected an option from the first list and defined the cells, rows, or columns to be affected, the following menu is displayed:

- **Value format** alters the format of a numeric cell.
- **Label format** alters the format of a text cell.
- **Protection** protects, or prevents one or more cells from being modified.
- **Column width** lets you reduce or increase the column width. Use the arrow keys to control the width of the column.

If you select **Value format**, you will be offered the following options:

- **Fixed** sets the number of decimal places.
- **Dollars** formats a number with a dollar sign, a decimal point, and a comma that separates thousands; it also places parentheses around negative numbers.
- **Commas** sets off thousands with commas, sets a fixed number of decimal places, and puts negative values in parentheses.
- **Percent** multiplies each number by 100 and adds a percent sign.
- **Appropriate** retains the figure as it was typed.
- **Standard** formats the cell to match the cell defined as the standard.

If you select **Label format**, you will be offered the following options:

- **Left-justify** aligns text against left side of cell.
- **Right-justify** aligns text against right side of cell.
- **Center** centers text in cell.
- **Standard** formats the text in a "labels" standard format.

If you select **Protection**, you will be offered the following options:

- **Labels only** allows you to enter only labels.
- **Values only** permits only values to be entered.
- **Nothing** prevents you from making any changes.
- **Anything** turns off the protection feature.

STEPS TO USE:

1. Position cursor on upper-left cell to be formatted.
2. Press OA-L for cell layout.
3. Select from the options that define the cells to be formatted.
4. Respond to menus that appear.

► OA-M (Move Cells)

DESCRIPTION: Moves one or more cells from one place to another. You can move up to 250 rows or 125 columns. The OA-M command lets you move to another spot in the same spreadsheet or to another spreadsheet by way of the Clipboard; original cells are not retained.

To move to another spot or to the Clipboard, press OA-M, tell AppleWorks whether

the move is within the worksheet or to or from the Clipboard, define the cells to be moved, move the cursor to the destination, and then press RETURN.

To move from the Clipboard, simply tell AppleWorks to move from the Clipboard to the location you specify.

If you are moving information to another spreadsheet, use the Clipboard as an intermediate step. For example, move the cells to the Clipboard, load another spreadsheet, and then copy or move the cells into place. If the cells are to be inserted in a word-processed document, you must first print a report of the spreadsheet to the Clipboard, then open the word-processor document, and copy or move the report from the Clipboard to the text.

OPTIONS: When you first press OA-M, you are presented with the following options:

- **Within worksheet** moves cells within the current worksheet.
- **To Clipboard** moves one or more rows from a current spreadsheet to the Clipboard; these cells are available when you open another spreadsheet. If you select this option, use the arrow keys to define the rows that comprise the group to be moved.

- **From Clipboard** retrieves cells previously copied or moved to the Clipboard and moves them to a current spreadsheet. The cells will not remain on the Clipboard once they are moved.

If you select **Within worksheet**, you will be offered the following options:

- **Rows** moves one or more rows.
- **Columns** moves one or more columns.

After selecting an option, use the arrow keys to define the rows or columns that are to be moved.

STEPS TO USE:

Use the following steps to move one or more rows or columns within the spreadsheet:

1. Position cursor on upper-left cell to be moved.
2. Press OA-M.
3. Choose **Within worksheet** from options.
4. Select **Rows** or **Columns**.
5. Use cursor to define the rows or columns that are to be moved.
6. Position cursor on the destination cell, either to the left of or below the location

where the moved rows or columns will be inserted, then press RETURN.

To move a group of records to another spreadsheet, use the following steps:

1. Put both spreadsheets on the Desktop and activate the spreadsheet that contains the rows to be moved.
2. Position cursor on first cell in the row to be moved.
3. Press OA-M.
4. Choose **To Clipboard** to move the group of records to the Clipboard.
5. Use the arrow keys to position the cursor on the last row and press RETURN. AppleWorks will prompt you to erase the entries in cells that contain the data being moved. If this is what you want, respond with **OK**.
6. Open the other spreadsheet by pressing OA-Q and selecting a file.
6. Position cursor on the row below the row where the group of cells is to be inserted.
7. Press OA-M.
8. Select **From Clipboard**.

OA-N (Change Name of File)

DESCRIPTION: Renames a file. A file will be renamed but not saved with the OA-N command; however, the next time you save the file, it will be permanently stored under its new name.

OPTIONS: Another method of renaming a file is to save it using the Main menu **Save Desktop files to disk**. This method lets you change a file name without overwriting the original version.

STEPS TO USE:

1. Press OA-N.
2. Enter a new file name and press RETURN.

OA-O (Display Printer Options)

DESCRIPTION: Displays a list of printer options. Press OA-N for a list of most of the available printing options. These options control the appearance of your document, both on the screen and when printed; more precisely, the spreadsheet printer options control right, left, top, and bottom margins, and five special methods of formatting.

You may select more than one option at a time. (To delete an option, press OA-O a second time and select the option you want.)

OPTIONS: The following options are further discussed in the *Printer Options* section; however, they are summarized here by function:

- **Left and Right Margins** options let you set the left margin (LM), right margin (RM), platen width (PW), and characters per inch (CI).
- **Top and Bottom Margins** options let you set the page length (PL), top margin (TM), bottom margin (BM), and lines per inch (LI).
- **Formatting Options** are used specifically for spreadsheet reports. You can send special printer codes to the printer (SC), which cause the printer to print in a different way; you can print a header (PH); and you can single- (SS), double- (DS), or triple-space (TS) the report.

STEPS TO USE:

1. Press OA-O to display a list of options.
2. Type the two-character code and press RETURN.

3. If prompted to do so, enter more information. (If you are sending special codes to the printer, stop sending codes by typing a caret. Like RETURN or ESC, the caret is considered to be a special code.)
4. Repeat steps 2 and 3 if you want more options.
5. Press ESC to leave the options screen.

OA-P (Display Report Menu or Print Report)

DESCRIPTION: Prints a spreadsheet report. You can print part of a spreadsheet or all of it (if it fits on one page).

OPTIONS: When you press OA-P, the following list of options is displayed:

- **All** prints entire spreadsheet.
- **Rows** prints one or more rows.
- **Columns** prints one or more columns.
- **Block** prints a block of cells.

Once you select the option you want, AppleWorks displays statistics about the line width and offers the following printer destinations:

- **Printername1** specifies the name of the default printer that you installed in Apple-

Works. This is the AppleWorks default option, selected by pressing RETURN.

- **Printername*n*** specifies the name of a secondary printer that you installed in AppleWorks (*n* can be "2" or "3").
- **The Clipboard** (for the word processor) lets you send a report to the Clipboard where it can be moved or copied to a word-processor document.
- **A text (ASCII) file** "prints to disk" a text file that can be used with programs other than AppleWorks, or to the AppleWorks database component. Special formats are stripped from the file, but carriage returns remain.
- **A DIF (TM) file on disk** to send a spreadsheet report to the AppleWorks database component or to a program other than AppleWorks that can read the special format of a DIF file.

Depending on which of the options you choose, you might be asked to respond to the following:

- **Type report date or press RETURN** lets you to enter a date that will be printed on the top of the report.

- **Copies?** asks for the number of copies (up to 9) that you want to print. The default is "1" and is selected by pressing RETURN.

You can stop or temporarily halt printing with the following options:

- **To stop printing**, press ESC.
- **To temporarily halt printing,** simply press SPACEBAR.
- **To restart and continue printing**, press SPACEBAR again.

STEPS TO USE:

1. Press OA-P for report menu.
2. Choose to print all of a spreadsheet, or one or more rows or columns, or a block of cells.
3. Select name of printer or disk as the destination. If you are "printing to disk," specify a complete path name, then press RETURN.
4. If prompted to do so, enter the report date or press RETURN. If your document is being printed on a printer, type the number of copies you want, then press RETURN.

OA-Q (Quick Switch to Another File)

DESCRIPTION: Displays a list of files currently on the Desktop. Press OA-Q, then highlight and select another file. You will be switched from the current document to a newly selected one.

OPTIONS: The OA-Q command will display a menu of all files currently on the Desktop. Up to 12 files can be on the Desktop at a time, depending on their memory requirements.

STEPS TO USE:

1. Press OA-Q to display files on the Desktop.
2. Position highlight on the file you want.
3. Press RETURN.

OA-S (Save File)

DESCRIPTION: Saves a spreadsheet currently being edited. Press OA-S to copy a file (currently being edited) from the memory to a disk where it will be permanently stored; after saving the file, you can resume editing as before.

A file will be saved under its current name only; to rename it, use Option 3 from the Main menu.

OPTIONS: None.

STEPS TO USE:

1. Press OA-S.

► OA-T (Freeze Titles)

DESCRIPTION: Freezes spreadsheet column headings and row titles so that they will always be visible on the screen, even if a spreadsheet extends beyond several screens. You can select whether the titles are to take up one or more rows.

OPTIONS: These options are displayed:

- **Top** freezes titles at top of spreadsheet, over the columns.
- **Left side** freezes titles along left column.
- **Both** freezes both top and left-side titles.

STEPS TO USE:

1. Position cursor on bottom right corner of title to be frozen.
2. Press OA-T.
3. Select one of the options described above.

OA-U (Edit Cell)

DESCRIPTION: Edits the contents of a cell. When you use the OA-U command, AppleWorks places the contents of a cell below the cell indicator so that you can use the arrow keys for editing the cell.

OPTIONS: None.

STEPS TO USE:

1. Position cursor on cell to be edited.
2. Press OA-U.

OA-V (Set Standard Values)

DESCRIPTION: Resets standard values or formatting for an entire spreadsheet. The OA-V command lets you set standard formats, such as dollars and cents. Text and numbers entered in a cell are automatically formatted according to the standards. (The OA-L command lets you change the standards for individual cells by changing the layout.) You can set standards before or after data has been entered.

OPTIONS: When OA-V is first pressed, the following options are displayed:

- **Value format** sets a format for value cells.
- **Label format** sets a format for text cells.
- **Column width** sets a standard for column width.
- **Protection** protects cells or prevents them from being modified.
- **Recalculate** lets you choose whether to manually or automatically recalculate a worksheet.

If you select **Value format**, you will be offered the following options:

- **Fixed** sets the number of decimal places.
- **Dollars** formats a number with a dollar sign, decimal point, comma separating thousands, and puts negative numbers in parentheses.
- **Commas** sets off thousands with commas, sets a fixed number of decimal places, and puts negative values in parentheses.
- **Percent** multiplies each number by 100 and adds a percent sign.
- **Appropriate** retains the figure as it was typed.

If you select **Label format**, you will be offered the following options:

- **Left-justify** aligns text against left side of cell.
- **Right-justify** aligns text against right side of cell.
- **Center** centers text in cell.

If you select **Column width**, the column that the cursor is on will be highlighted. Move the cursor to the right to widen a column and to the left to reduce a column.

If you previously protected cells with the OA-L command, you can turn the protection off and on with the OA-V command. If you select **Protection**, you will be offered the following options:

- **No** turns off the protection set with the OA-L command.
- **Yes** turns on the protection set with the OA-L command.

If you select **Recalculation**, you will be offered the following options:

- **Frequency** lets you choose between **Manual** (you can control when a spreadsheet's formulas are recalculated) or **Automatic** (AppleWorks recalculates formulas each time you change or add an entry).

- **Order** lets you determine the order of recalculations by selecting **Rows** or **Columns**.

STEPS TO USE:

1. Press OA-V for spreadsheet standard values.
2. Select from options that define the cells to be formatted.
3. Respond to menus as they appear.

► OA-W (Create Windows)

DESCRIPTION: Creates two windows for viewing a spreadsheet. The OA-W command divides the screen image into two parts. You can view different parts of a spreadsheet in each window.

OPTIONS: When you press OA-W, the following options are displayed:

- **Side by side** divides the screen vertically so that the two images are side by side.
- **Top and bottom** divides the screen horizontally so that one screen image is on top of the other.

If you have two windows, the following options are displayed:

- **One** returns the screen image to one window.
- **Synchronized** causes an identical movement in one window to be echoed in the other.
- **Unsynchronized** causes the two windows to function independently.

STEPS TO USE:

1. Press OA-W to create one or two windows.
2. Select the option you want.

OA-Y (Clear to End of Entry)

DESCRIPTION: Deletes text in a cell from the cursor position to the end of the entry. You use the OA-Y command after pressing OA-U to edit the cell.

OPTIONS: None.

STEPS TO USE:

1. Position cursor at start of text to be deleted.
2. Press OA-Y.

OA-Z (Zoom To/From Formula Display)

DESCRIPTION: Lets you switch between viewing formulas in a cell and the results. The OA-Z command functions like a toggle to change displays on your screen.

OPTIONS: None.

STEPS TO USE:

1. Press OA-Z to view formulas in a spreadsheet.
2. Press OA-Z again to view the cell results.

OA-*n* (Relative Move Within File)

DESCRIPTION: Moves a relative distance within a spreadsheet. In the OA-*n* command, *n* is a number from 1 to 9, which specifies a relative distance within a spreadsheet. For example, pressing OA-1 positions the cursor at the beginning of a spreadsheet; pressing OA-5 positions the cursor at the middle of a spreadsheet; and pressing OA-9 positions the cursor at the end of the spreadsheet. The OA-*n* command moves by rows, not by cells.

OPTIONS: None.

STEPS TO USE:

1. Determine the approximate place where you want the cursor positioned.
2. Press OA- plus a number from *1* to *9* to specify a relative distance within a spreadsheet (such as "1" for the beginning, "5" for the middle, and "9" for the end).

OA-? (Display Help)

DESCRIPTION: Displays two Help menus: from the Main menu, a list of commands common to all of the AppleWorks components; and, from the word-processor menu, a list of commands available from the AppleWorks word-processor component. Use the arrow keys to scroll through both menus. To leave a Help screen, press ESC.

Once you are in a spreadsheet, the OA-? command displays the spreadsheet commands available to you. Again, use UP ARROW and DOWN ARROW to view the entire list. The standard values for the spreadsheet are listed at the end of the Help menu. Press ESC to leave the Help screen.

OPTIONS: None.

STEPS TO USE:

1. Press OA-? to view the Help screen.
2. Press UP ARROW and DOWN ARROW to scroll through the list of commands.
3. When you are finished, press ESC.

OA-LEFT and RIGHT ARROWS (Horizontal Screen Move)

DESCRIPTION: Moves cursor horizontally across a spreadsheet by one screenful at a time. To move one screenful to the left, you use the OA-LEFT ARROW command; to move one screenful to the right, you use the OA-RIGHT ARROW command.

OPTIONS: None.

STEPS TO USE:

1. To move to the left one screenful at a time, press OA-LEFT ARROW.

 To move to the right one screenful at a time, press OA-RIGHT ARROW.

OA-UP and DOWN ARROWS (Scroll Through File)

DESCRIPTION: Scrolls backward or forward through a file one screenful at a time. To move one screenful backward (up), you use the OA-UP ARROW command; to move one screenful forward (down), you use the OA-DOWN ARROW command.

OPTIONS: None.

STEPS TO USE:

1. To move one screenful at a time toward the beginning of the file, press OA-UP ARROW.

 To move one screenful at a time toward the end of a file, press OA-DOWN ARROW.

CONTROL-Y (Clear to End of Entry)

DESCRIPTION: Deletes text in a cell from the cursor position to the end of an entry. Use the OA-L command to edit the cell before using the CONTROL-Y command. The CONTROL-Y command functions the same as the OA-Y command.

OPTIONS: None.

STEPS TO USE:

1. Position cursor at start of text to be deleted.
2. Press CONTROL-Y.

CONTROL-H (Move Left)

DESCRIPTION: Moves cursor left one cell. Using the CONTROL-H command is the same as pressing LEFT ARROW; however, the CONTROL-H command provides easier fingering for the touch typist.

OPTIONS: None.

STEPS TO USE:

1. Press CONTROL-H to move left one cell.

CONTROL-I (Tab)

DESCRIPTION: Moves cursor one tab stop. The CONTROL-I command functions the same as the CONTROL-U command.

OPTIONS: None.

STEPS TO USE:

1. Press CONTROL-I to advance cursor one tab stop.

CONTROL-J (Move Down a Line)

DESCRIPTION: Moves cursor down one line. Using the CONTROL-J command is the same as pressing DOWN ARROW; however, the CONTROL-J command provides easier fingering for the touch typist.

OPTIONS: None.

STEPS TO USE:

1. Press CONTROL-J to move cursor down one line.

CONTROL-K (Move Up a Line)

DESCRIPTION: Moves cursor up one line. Using the CONTROL-K command is the same as pressing UP ARROW; however, the CONTROL-K command provides easier fingering for the touch typist.

OPTIONS: None.

STEPS TO USE:

1. Press CONTROL-K to move the cursor up one line.

CONTROL-U (Move Right)

DESCRIPTION: Moves cursor right one cell. Using the CONTROL-U command is the same as pressing RIGHT ARROW; however, the CONTROL-U command provides easier fingering for the touch typist.

OPTIONS: None.

STEPS TO USE:

1. Press CONTROL-U to move the cursor right one cell.

APPLEWORKS FUNCTIONS

The functions offered in AppleWorks are listed in the following tables.

ARGUMENTS TO FUNCTIONS MAY BE:

Values: A single numerical value, a number, or an equation. It may be a number or a pointer to the value in a cell.

Ranges: A series of adjacent cells. The range is indicated by the first and last cell coordinates with three dots in between. You only need to type one dot, since AppleWorks automatically displays three. For example, "B24...B26" includes cells B24, B25, and B26.

Lists: A list contains single values or ranges of cells separated by commas. For example, "B24,C25,D26,G7" is a list of cell coordinates.

ARITHMETIC FUNCTIONS:

+	Performs addition. For example: +B24 +2 adds 2 to the value in B24. Also + is used to indicate that a cell coordinate is a pointer to a value in another cell.
–	Performs subtraction. For example, +B24–B26 subtracts the value in cell B24 from that in B26. When used as the first character of a cell coordinate, the – acts as a pointer to a negative value in another cell.
*	Performs multiplication. For example, +B24*B26 multiplies the value in B24 by that in B26.
/	Performs division. For example, +B24/B26 divides the values in B24 by that in B26.
^	Performs exponentiation. For example, 3^3 multiplies 3 by itself three times to yield 27.

@ABS(list)	Returns the absolute value of the argument. For example, @ABS(B24) returns the positive value in cell B24.
@AVG(list)	Returns the mean of the values in the list. For example, @AVG(B24...B26) sums the values in cells B24 through B26 and divides by the number of individual cells in the list (three in this case).
@INT(value)	Returns the integer portion of the value. For example, @INT(38.75) returns the integer value by dropping any decimal numbers. As no rounding is done, the value returned is 38.
@MAX(list)	Returns the maximum value in the list. For example, @MAX(B24...B26) returns the maximun value in the range of cells, B24 to B26.

@MIN(list)	Returns the minimum value in the list. For example, @MIN(B24...B26) returns the least value in the range of cells, B24 to B26.
@SQRT(value)	Find the square root of the value. For example, @SQRT@9 = returns the square root of the value.
@SUM(list)	Sums the values in the list. For example, @SUM(B24...B26) adds the values in cells B24 through B26 and returns the sum. Other arithmetic functions may be included in the list.
@ROUND(value, number of decimal places)	Rounds the values used in calculations to a given number of decimal places. For example, @ROUND(B24,2) rounds the value in B24 to be accurate to two decimal places.

FINANCIAL FUNCTIONS:

@NPV(rate,range)	Calculates net present value according to interest rate and a series of even or uneven payments. For example, @NPV(.075,B24...B26) returns the present value of the values in cells B24 through B26 according to the rate of 7.5%.

LOGICAL FUNCTIONS:

@IF(logical value, value1, value2)	Performs a logical test: if the logical value is true, return value1. Otherwise (else), return value2.
Logical Tests:	
<	Performs a Less Than test. For example, B24<B26 is tested to see if the value in B24 is less than that in B26. The test is true if B24 is less than B26, and false if not.

	Performs a Greater Than test. For example, B24>B26 tests to see if the value in B24 is greater than that in B26. The test is true if B24 is greater than, and false if not.
=	Performs an Equal To test. For example, B24=B26 tests the value in B24 to see if it is equal to that in B26. The test is true if B24 is equal to B26, and false if not.
<=	Performs a Less Than Or Equal To test. For example, B24<=B26 tests the value in B24 to see if it is less than or equal to that in B26. The test is true if B24 is less or equal to, and false if not.

=	Performs a More Than Or Equal To test. For example, B24>=B26 tests the value in B24 to see if it is more than or equal to that in B26. The test is true if B24 is greater than or equal to B26, and false if not.
<>	Performs a Not Equal To test. For example, B24<>B26 tests the value in B24 to see if it is unequal to that in B26. The test is true if B24 and B26 are not equal, and false if they are.
@AND	Evaluates two or more conditions for truth.
@OR	Evaluates two or more conditions to determine if one or the other is true. Both do not have to be true as in the @AND test.

OTHER FUNCTIONS:

@CHOOSE(value, list)	Uses the value as an index into the list. For example, @CHOOSE(2,B24,B25,B26) returns the second value in the list, that is B25. The "position value" may be a pointer to another cell.
@COUNT(range or list)	Returns the number of non-blank entries in a range, or the number of cells in a list.
@ERROR	Displays the word ERROR to indicate that a cell contains an error.

@LOOKUP(value, range)	Searches sequentially through a range in a table (the range is along one row or one column with an unspecified second row or column adjacent to it) for the largest entry that is less than or equal to the value. Returns a corresponding value from the row below it or the column to the right, depending on how table is set up. For example, @LOOKUP(24,B24..B26) searches cells B24 through B26 for a value that is equal to or less than 24. If it finds it, the value in an adjacent cell to the right or below it is returned.
@NA	Displays NA for "not available."

PRINTER OPTIONS

The following table lists the printer options offered in the AppleWorks word-processor:

+B:	Begin superscript
+E:	End superscript
-B:	Begin subscript
-E:	End subscript
BB:	Begin boldface (same as CTRL-B)
BE:	End boldface (same as CTRL-B)
BM:	Set bottom margin
CI:	Set characters per inch
CN:	Center text between margins
DS:	Double space
EK:	Print from text entered at keyboard
FO:	Enter a footing
GB:	Begin group block to be unbroken
GE:	End group block
HE:	Enter a heading
IN:	Indent a paragraph (hanging paragraph)
JU:	Justify both sides of the page
LI:	Set lines per inch
LM:	Set left margin

MM:	Enter mail merge feature
NP:	Begin new page
P1:	Set proportional type 1
P2:	Set proportional type 2
PE:	Pause after printing a page
PH:	Pause at position of this marker in text
PL:	Set page length
PN:	Set page number
PP:	Print page number
PW:	Set platen width
RM:	Set right margin
SK:	Skip a number of blank lines
SM:	Set a marker in text
SS:	Single space the text
TM:	Set top margin
TS:	Triple space the text
UB:	Begin underlining (same as CTRL-L)
UE:	End underlining (same as CTRL-L)
UJ:	Unjustify text

STANDARD SETTINGS

The standard settings that come with AppleWorks are listed in the following table. You can use the Printer Options to easily change the standard settings.)

MARGINS:

Left margin:	1.0 inches
Right margin:	1.0 inches
Top margin:	0.0 inches
Bottom margin:	2.0 inches

SIZES:

Platen width:	8.0 inches
Page length:	11 inches

PRINTING ATTRIBUTES:

Lines per inch:	6
Characters per inch:	10
Spacing:	single
Justification:	unjustified

APPLEWORKS INTEGRATION

The AppleWorks integration capability lets you transfer and combine components as described in the following table.

FROM WORD PROCESSOR

To word processor	Directly or by way of ASCII file
To database	By way of ASCII file

FROM DATABASE

To word processor	Directly or by way of ASCII file
To database	By way of ASCII, Quick-File, or DIF
To spreadsheet	By way of ASCII or DIF file

FROM SPREADSHEET

To word processor	Directly or by way of ASCII file
To database	By way of ASCII or DIF file
To spreadsheet	By way of DIF or Visi-Calc file

TRANSFERRING INFORMATION

Information can be transferred between the AppleWorks components using the following techniques.

FROM WORD PROCESSOR

To word processor	Use OA-M and OA-C to and from the Clipboard

FROM DATABASE

To word processor	Print to Clipboard using the OA-P command
To database	Use OA-M and OA-C to and from the Clipboard
To spreadsheet	Print to DIF file using the OA-P command

FROM SPREADSHEET

To word processor	Print to Clipboard using the OA-P command
To database	Print to DIF file using the OA-P command
To spreadsheet	Use OA-M and OA-C to and from the Clipboard

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